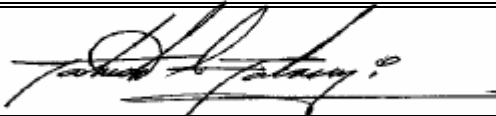


IDAHO STATE
DEPARTMENT OF AGRICULTURE

APPROVED BY:



ORIGINAL EFFECTIVE DATE:
January 1, 2003

' REVISION DATE:

TITLE: Employee Internet Use Policy

Purpose

This Internet Use policy is designed to help employees understand management's expectations for granting employees access to the Internet and to help employees to use Idaho State Department of Agriculture (ISDA) resources wisely. While a direct connection to the Internet offers a variety of benefits to the ISDA, it can also expose ISDA to some significant risks to its data and systems if appropriate security measures are not employed. Excessive, unnecessary Internet usage causes network and server congestion. It slows down other users, takes time away from work, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may expose ISDA and/or the individual user to significant legal liabilities.

I. Definitions

- A. The Internet is a network of connected sites accessible through a 'web browser' and is a resource for research, information gathering, extending and obtaining services, and education.
- B. "**Internet Access**" includes all available routes to the Internet, including direct Internet Provider access and Modem/ISP individual accounts.
- C. "**Worm**" refers to a program or algorithm that replicates itself over a computer network and usually performs malicious actions, such as monopolizing the computer or network's resources and shutting systems down.
- D. "**Virus**" means a program or piece of code that is loaded onto a computer without the users knowledge and runs against the users wishes. It may contain a self-replicating component to spread the "infection."
- E. "**Trojan Horse**" is a destructive program that masquerades as a benign application. Unlike viruses, Trojan Horses do not replicate themselves but they can be as destructive.

II. Policy

- A. Access to the Internet is a tool for meeting the business needs of ISDA. Internet access is considered ISDA property and ISDA has the right to monitor the use of such property at any time. Therefore, users should not have any expectation of privacy as to their Internet usage via ISDA computers and networks.
- B. The primary purpose of Internet use is to conduct official business. Employees may occasionally use the Internet for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with ISDA business.
- C. Users shall not download, store, transmit, or display any kind of image or document on any department system that violates federal, state, or local laws and regulations, Executive Orders, or that violate any ISDA policies, procedures, standards, or guidelines.
- D. If a user accidentally connects to a site that contains sexually explicit or otherwise offensive material, he/she must disconnect from that site immediately and report the incident to their supervisor or HR Manager
- E. Use of the Internet as described below is strictly prohibited:
 - 1. Viewing or distributing obscene, pornographic, profane, or sexually oriented material.
 - 2. Violating laws, rules and regulations prohibiting sexual harassment.
 - 3. Encouraging the use of controlled substances for illegal purposes.
 - 4. Engaging in any activities for personal gain.
 - 5. Obtaining or distributing copyrighted information without permission.
 - 6. Obtaining and distributing advertisements for commercial enterprises, including but not limited to, goods, services, or property.
 - 7. Violating or infringing upon the rights of others.
 - 8. Conducting business unauthorized by the department.
 - 9. Obtaining or distributing incendiary statements , which might incite violence or describe or promote the use of a weapon.
 - 10. Obtaining or exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.
 - 11. Conducting political activity.
 - 12. Using the system for any illegal purpose.

13. Users may access any state owned web site for the purpose of conducting ISDA authorized business such as the online payroll system providing they have proper password or other security authorization.
14. Users may not knowingly or willfully create or propagate any virus, worm, Trojan Horse, or other destructive program code.
15. Users may not download or distribute pirated software or data from any source nor any inappropriate images.
16. Users may only download software with direct business use and must take all necessary actions to have such software properly licensed and registered as required. Downloaded software must be used only under the terms of its license.
17. ISDA has the right to inspect any and all files stored in secured areas of ISDA networks, on computing devices owned or leased by ISDA, or on any other storage medium provided by ISDA for business (i.e. floppy disks, tapes, and CDs) in order to monitor compliance with this policy.
18. An Internet user can be held accountable for any breaches of policy, security, or confidentiality resulting from his/her use of the Internet. Such violations of this policy may result in disciplinary action, up to and including dismissal.